



# Competition Development Portfolio Evaluation Kit



## COMPETITION DEVELOPMENT PORTFOLIO EVALUATION

- Competition Development Evaluations will involve a portfolio review, practice observation and competition observation
- The portfolio review will be completed by a Multi-Sport Evaluator
- The practice observation and competition observation will be completed by a Sport Specific Evaluator
- Canadian Luge Association will assign the Sport Specific Evaluator
- The Multi-Sport Evaluator will be assigned by the local PTCR

### PORTFOLIO EVALUATION INTRODUCTION

- The portfolio evaluation enables the Evaluator to determine the readiness of the coach candidate for the formal observation.
- The coach must register with their national sport organisation and submit all required portfolio pieces in advance of a formal observation being scheduled.
- The Multi-Sport Evaluator will review the portfolio using the appropriate evaluation tools and then communicate the feedback to the coach in a timely manner.
- Successful completion of the required portfolio pieces will determine readiness for the formal observation.
- Once it is established that the candidate is ready for the formal observation, the Evaluator will notify the coaches National Sport Organisation to schedule the formal observation.

#### **Step 1:**

Register for Coach Certification with your National Sport Organisation

#### **Step 2:**

Complete the Portfolio requirements and submit to National Sport Organisation

#### **Step 3:**

Engage in formal observation of a practice session and competition upon approval from Multisport Evaluator

#### **Step 4:**

Engage in debrief with Evaluator and Action Plan for further coaching initiatives.

## Coach Profile

Name			CC number:											
	Surname		First Name											
Address														
	Apt.	Street												
	City		Province			Postal Code								
Phone	(    )		(    )		(    )									
	Home		Business			Fax								
E-mail														
Number of years coaching														
Primary context of athlete coached														
Name of Club														
Head Coach/Instructor														

## Coaching Context Description

Number of Athletes		Average practice time	
Youngest Athlete Age		Number of practices / week	
Oldest Athlete Age		Number of weeks per year	

## Portfolio Checklist

Items for Submission	Yes/No	Date (dd/mm/yyyy)
Emergency Action Plan	<input type="checkbox"/>	
4 Practice Plans (One for each phase of the yearly training plan (General Preparation Phase, Specific Preparation Phase and Competition Phase) and one dry-land practice plan.	<input type="checkbox"/>	
Yearly Training Plan	<input type="checkbox"/>	
Competition Report	<input type="checkbox"/>	
Leadership Plan	<input type="checkbox"/>	
Luge Skill Analysis Referent Model	<input type="checkbox"/>	
Completed MED evaluation confirmation	<input type="checkbox"/>	
Completed Drug Free Sport On-Line evaluation confirmation	<input type="checkbox"/>	
Completed Managing Conflict Sport On-Line evaluation confirmation	<input type="checkbox"/>	

## PORTFOLIO OUTCOMES

### Outcome – Plan a Practice

Criterion: Identify logistics and appropriate background information for practice		
The coach is able to . . .	Check List	Comments
Identify athletes' age, abilities, and performance level	<input type="checkbox"/>	
Identify basic information including date, time, location, number of athletes, level of athletes	<input type="checkbox"/>	
Identify basic logistical needs (i.e. facilities and equipment) to match the overall goal	<input type="checkbox"/>	
Indicate where the practice fits within the yearly program	<input type="checkbox"/>	
Organize plan into main segments that include an introduction, warm-up, main part, cool-down, and a conclusion	<input type="checkbox"/>	
Identify the duration of the practice and each practice segment on a timeline	<input type="checkbox"/>	
Where applicable, and given logistics of the practice, identify potential risk factors	<input type="checkbox"/>	
Criterion: Identify appropriate activities in each part of the practice		
Ensure the clearly identified goal(s) that is/are consistent with the following: Sport's long-term athlete development model; NCCP growth and development principles; competitive level of the athletes; time of the Yearly Training Plan	<input type="checkbox"/>	
Ensure the duration of the practice and each practice segment is consistent with NCCP growth and development principles and the accepted guidelines for the development of athletic abilities	<input type="checkbox"/>	
Ensure, where appropriate, planned activities reflect awareness of and control for potential risk factors (environmental, mechanical, human)	<input type="checkbox"/>	
Ensure activities are meaningful, purposeful and link to overall practice goal	<input type="checkbox"/>	
Include a list of key teaching points that relate to the overall practice goal	<input type="checkbox"/>	
Describe practice activities clearly and effectively (e.g., diagrams, explanations, key points)	<input type="checkbox"/>	
Ensure activities are aimed at improving athletic abilities and are consistent with the Sports long-term athlete development model	<input type="checkbox"/>	
Ensure activities integrate the use of training methods (including loading parameters, work/rest ratios, recovery type and time, etc.) that are suitable for the training goal and for the time of the year	<input type="checkbox"/>	
Integrate appropriate mental strategies (visualization, relaxation, re-focusing, arousal control) to assist athlete to achieve task goal or practice objective	<input type="checkbox"/>	

Criterion: Design an emergency action plan		
The coach is able to present an emergency action plan with the following critical elements:	Check List	Comments
Location of telephones are identified (cell and land lines)	<input type="checkbox"/>	
Emergency telephone numbers are listed	<input type="checkbox"/>	
Location of medical profiles and coordinates for each athlete under the coach's care is identified	<input type="checkbox"/>	
Location of fully-stocked first-aid kit identified	<input type="checkbox"/>	
Advance "call person" and "charge person" are designated	<input type="checkbox"/>	
Directions to reach the activity site are provided	<input type="checkbox"/>	
<b>All elements must be present for certification</b>	<b>Complete</b> <input type="checkbox"/>	<b>Incomplete</b> <input type="checkbox"/>

### Outcome – Design a Sport Program

Criterion: Outline a program structure based on training and competition opportunities		
The coach is able to . . .	Check List	Comments
Present logistical information on a planning calendar	<input type="checkbox"/>	
Identify competition schedule and number of competitions during the program, as well as other key events (training, evaluation, etc.)	<input type="checkbox"/>	
Correctly calculate the length of the season given breaks and other logistics, and the total number of competition days in the Yearly Training Plan	<input type="checkbox"/>	
Identify length of each period of the program (Preparation, Competition, and Transition) and break down each into Phases (GPP; SPP; PCP; CP; Transition)	<input type="checkbox"/>	
Identify number, duration, and frequency of training sessions in each period of the program (Preparation, Competition, Transition)	<input type="checkbox"/>	
Criterion: Identify appropriate measures to promote athlete development		
Calculate the ratio of training to competition opportunities within own program	<input type="checkbox"/>	
Compare the ratio of training to competition opportunities within own program to recommended NCCP / Sport's norms pertaining to long-term athlete development	<input type="checkbox"/>	
Criterion: Integrate yearly training priorities into own program		
Use NCCP or your sport's yearly program template to correctly prioritize athletic abilities to be trained at a given time of the Yearly Training Plan	<input type="checkbox"/>	
Use NCCP or your sport's yearly program template to identify training objectives (development-maintenance/acquisition-consolidation) for specific athletic abilities at a given time of the Yearly Training Plan	<input type="checkbox"/>	
Criterion: Organize and sequence training priorities and objectives on a weekly basis to optimize adaptations		
Manage and prioritize training time appropriately and present a strategy to develop athletic abilities that is consistent with the training priorities and objectives identified in the NCCP	<input type="checkbox"/>	

Account for logistical constraints in the yearly training plan when sequencing weekly training activities	<input type="checkbox"/>	
Present a 1-week plan for each period of the yearly program that correctly identifies main objectives and priorities for athletic abilities	<input type="checkbox"/>	
Strategically position training sessions relative to each other within the week that accounts for: anticipated fatigue levels, time necessary to recover from specific activities, training priorities, overall performance goals, and competitions scheduled in the short term	<input type="checkbox"/>	
Provide a practice plan that identifies appropriate types of exercises for athletic abilities, and practice conditions for technical/tactical factors within each of the weekly plans	<input type="checkbox"/>	
Factor in critical programming decisions that have to be made to the weekly plan in order to address/correct specific performance factors based on evaluation of program	<input type="checkbox"/>	
<b>All elements must be present for certification</b>	<b>Complete</b> <input type="checkbox"/>	<b>Incomplete</b> <input type="checkbox"/>

### Outcome – Manage a Program

Criterion: Manage administrative aspects of the program and oversee logistics		
The coach is able to . . .	Check List	Comments
Present a communication tool which outlines the philosophy and objectives of the program	<input type="checkbox"/>	
Provide a schedule of competition and training commitments to athletes, parents, and other key stakeholders	<input type="checkbox"/>	
Identify expectations for behaviour and commitment and identify appropriate consequences	<input type="checkbox"/>	
Facilitate logistics for away competitions (e.g., travel arrangements, food, chaperones, etc.)	<input type="checkbox"/>	
Work with program volunteers and/or administrators to prepare budgets and other financial logistics	<input type="checkbox"/>	
<b>All elements must be present for certification</b>	<b>Complete</b> <input type="checkbox"/>	<b>Incomplete</b> <input type="checkbox"/>

## Scoring Summary

	Coach Result
Plan a Practice	
Design a Sport Program	
Manage a Program	

Evaluator's Recommendation:

- The Coach is recommended to proceed with the formal observation evaluation
- The Coach's portfolio requires further improvement

The signatures below signify an acceptance of the Portfolio Evaluation:

Coach's Signature \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_